



ALAMEDA COUNTY
CONGESTION MANAGEMENT AGENCY

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REQUEST FOR QUALIFICATIONS

Project Delivery Services and On-Call Engineering Services in Alameda County
(RFQ A09-005)

Dear Consultants:

The Alameda County Congestion Management Agency (ACCMA) has issued a Request for Qualifications (RFQ) for Project Delivery and On-Call Engineering Services in Alameda County.

Proposals are subject to ACCMA Small Business Enterprise (SBE), Local Business Enterprise (LBE) and Disadvantage Business Enterprise (DBE) program. Any contract to be awarded as a result of this Notice will be awarded without discrimination based on race, color, religion, sex, or national origin.

To obtain a full copy of the RFQ, please contact ACCMA office at (510) 836-2560 or download the document in PDF format from our website: www.accma.ca.gov. All questions pertaining to this RFQ should be emailed to Liz Brazil, Contracts Administrator, at the following e-mail address: lbrazil@accma.ca.gov no later than 5:00 p.m., July 15, 2009.

A pre-submittal meeting will be held on Wednesday, July 22, 2009 at 10:00 am at the ACCMA Office, 1333 Broadway, Suite 220, Oakland, CA 94612. All prospective consultants are strongly encouraged to attend.

Submittals must be made in accordance with the instructions in the RFQ and must be submitted in a sealed envelope clearly marked "ACCMA RFQ No. A09-005" and addressed to:

Frank R. Furger, Chief Deputy Director
Alameda County Congestion Management Agency
1333 Broadway, Suite 220
Oakland, CA 94612

"Proposal -ACCMA RFQ No. A09-005"

Submittals are due on **August 6, 2009 at 3:00 p.m. (PST)**. Late submittals will not be accepted. We are looking forward to receiving a submittal from your firm.

Sincerely,

A handwritten signature in black ink, appearing to read "Frank R. Furger", is written over a horizontal line.

Frank Furger, PE
Chief Deputy Director

Cc: Liz Brazil, Contracts Administrator
File: RFQ A09-005 Project Delivery and On-Call Engineering Services

**REQUEST FOR QUALIFICATIONS
to provide
Project Delivery and On-Call Engineering Services**

RFQ A09-005

Issued by:

Alameda County Congestion Management Agency

June 8, 2009

RESPONSES DUE:

3:00 PM (PST) August 6, 2009

at the

Alameda County Congestion Management Agency
1333 Broadway, Suite 220
Oakland, CA 94612



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REQUEST FOR QUALIFICATIONS

to provide

Project Delivery and On-Call Engineering Services

(RFQ A09-005)

INTRODUCTION

The Alameda County Congestion Management Agency (ACCMA) was created in 1991 by a joint powers agreement between Alameda County and all its cities. ACCMA's goals, duties and composition make it easier for local governments to tackle the increasingly complex problem of traffic congestion. ACCMA is responsible for planning, programming, and coordinating Federal, State, and Regional funds for transportation projects within Alameda County.

Currently, the ACCMA is being tasked with implementing the design and construction of important traffic congestion relief projects. ACCMA anticipates implementing various transportation improvement projects within the next several years.

In the year 2007 and 2008, ACCMA released open invitations to Consultants to submit statements of qualifications (SOQs) for project delivery and on-call engineering services. Based on SOQs submitted to ACCMA in response to RFQ A07-11 and RFQ A08-017 respectively, the ACCMA established a list of pre-qualified firms to provide project delivery services. ACCMA now intends to update this list of pre-qualified firms providing project delivery services to ensure maximum full and open competition. Firms which are already on the pre-qualified list are not required to resubmit a statement of qualifications. However, such firms are invited to update their statement of qualifications and key personnel, if needed, by submittal of a set of qualifications in response to this RFQ.

The ACCMA encourages Small Business Enterprises (SBEs), Local Business Enterprises (LBEs) and Disadvantaged Business Enterprises (DBEs) to submit a statement of qualifications and to participate in project delivery. As further described below, some or all of the contracts awarded from the pre-qualified list will require the consultant to meet a contract-specific goal for Underutilized Disadvantaged Business Enterprises (UDBEs) or to show good faith efforts to meet the goal.

ACCMA will not only pre-qualify firms and consultant teams capable of performing the entire set of responsibilities described below, but will also qualify individual firms qualified for one or more discrete responsibilities.

I. INSTRUCTIONS TO CONSULTANTS

A. Pre-Submittal Conference

A pre-submittal conference will be held on July 22, 2009 at 10:00 AM at the ACCMA offices located at 1333 Broadway, Suite 220, Oakland, CA 94612. All prospective Consultants are strongly encouraged to attend.

B. Examination of Proposal Documents

By submitting a statement of qualifications (SOQ), the Consultant represents that it has thoroughly examined and become familiar with the work required under this RFQ, and that it is capable of performing quality work to achieve ACCMA's objectives.

C. Addenda/Clarifications

Explanations or clarifications desired by respondents regarding the meaning or interpretation of the RFQ may be requested orally at the pre-submittal meeting or in advance of the meeting in writing. While this meeting is not mandatory, all firms intending to propose are strongly encouraged to attend. All inquiries pertaining to this RFQ should be emailed to Liz Brazil, Contract Administrator, at the following email address: lbrazil@accma.ca.gov no later than 3:00 p.m., August 6, 2009. Response to all questions submitted by the July 15, 2009, deadline that may have a material impact on the proposal will be provided to all attendees of the pre-submittal meeting discussed above, and will also be posted on the ACCMA website: www.accma.ca.gov. The subject line for questions submitted in writing should include reference to: *Questions - ACCMA RFQ No. A09-005*.

D. Submission of SOQ

All SOQ submittals shall be transmitted with a cover letter. *The person authorized by the firm/team to negotiate a contract with ACCMA shall sign the cover letter and the letter shall include the name, title, address, email address and the telephone number of the individual to whom correspondence and other contacts should be directed during the Consultant selection process. Address the cover letter as follows:*

Frank Furger, P.E., Chief Deputy Director
Alameda County Congestion Management Agency
1333 Broadway, Suite 220
Oakland CA 94612.

The Consultant shall submit **5 hard copies** and one electronic CD copy in pdf format of its statement of qualifications in a sealed envelope, addressed as noted above, bearing the Consultant's name and address, and clearly marked as follows:

“SOQ Submittal -ACCMA RFQ No. A09-005”

E. Withdrawal of SOQ Submittal

A Consultant may withdraw its SOQ submittal at any time before the expiration of the

time for submission of SOQ submittals as provided in this RFQ by delivering to the Chief Deputy Director a written request for withdrawal signed by, or on behalf of, the Consultant.

F. Rights of ACCMA

This RFQ does not commit ACCMA to enter into a contract, nor does it obligate ACCMA to pay for any costs incurred in preparation and submission of an SOQ or in anticipation of a contract.

ACCMA may investigate the qualifications of any Consultant under consideration, require confirmation of information furnished by the Consultant, and require additional evidence or qualifications to perform the Services described in this RFQ.

ACCMA reserves the right to:

1. Reject any or all SOQ submittals
2. Issue one or more subsequent RFQs and/or RFPs
3. Postpone opening for its own convenience
4. Remedy technical errors in the RFQ process
5. Approve or disapprove the use of particular subconsultants
6. Negotiate with any, all, or none of the Consultants
7. Award a contract to one or more Consultants
8. Waive informalities and irregularities in any SOQ

G. Contract Type

Consultants shall be prepared to accept the terms and conditions of ACCMA's standard form contract included as **Attachment B** (Sample ACCMA Contract) hereto. If a Consultant desires to take exception to the Agreement, the Consultant shall provide the following information as a section of the Proposal identified as "Exceptions to the Agreement":

1. Consultant shall clearly identify each proposed change to the Agreement, including all relevant Exhibits and Attachments.
2. Consultant shall furnish the reasons therefore as well as specific recommendations for alternative language.

The above factors will be taken into account in evaluating statement of qualifications submittal, exceptions that take substantial exceptions to the Agreement or proposed compensation terms may be determined by ACCMA, at its sole discretion, to be unacceptable and no longer considered for inclusion on the pre-qualified list.

II. SCOPE OF WORK

The work to be performed under contracts based on this RFQ is described in the Scope

of Work attached hereto as **Attachment A** and hereby incorporated herein. Not all contracts will include each task listed in the Scope of Work.

III. CONSULTANT'S MINIMUM QUALIFICATIONS

General Qualifications

1. The Consultant shall demonstrate sufficient experience in and comprehensive knowledge of State of California highway and local roadway project development.
2. The Consultant shall possess knowledge of regulations and codes regarding State of California highway and local roadway project development.

Specific Qualifications and Experience

Fully Qualified Project Development Firms and Teams

Any Consultant project delivery firm or team shall have prior State of California highway project development experience on large-scale highway projects. This experience must include all aspects of highway planning and design including roadway, structural, environmental, geotechnical, intelligent transportation system (ITS), drainage, materials and pavement design, surveys, traffic, landscaping, electrical and signing and striping necessary to prepare complete PS&E design packages ready for advertisement. Consultants must exhibit a track record for the delivery of the project design documents on schedule and value engineered for least cost budget. The qualifications and experience of key personnel from the prime Consultants and any subconsultants shall be provided.

Individual Firms Qualified for Discrete Work Tasks

Specialty transportation planning, environmental and engineering consultants are also encouraged to submit a Statement of Qualifications for one or more work disciplines included in the RFQ. Firms that are part of one or more team submittals may also submit a separate SOQ listing the firm's individual qualifications. These qualifications will be considered for future project proposal selections. Specialty transportation planning, environmental and engineering subconsultants must have prior experience on Caltrans projects and local roadway projects and have a demonstrated record of successful on time and on budget delivery of products within their specialty design discipline. Caltrans Expenditure Authorization (EA) numbers for projects submitted as references must be provided (if appropriate). Specialty Consultants will be used to assist project delivery teams or provide services for specific tasks on an on-call basis.

List of Potential Project Delivery Team Work Disciplines:

- Structure and/or Civil Roadway

- Environmental
- Materials and Pavement Design
- Geotechnical
- Drainage
- Surveys
- Traffic
- Landscaping
- Electrical
- Signing and Striping
- Value Analysis
- Right of Way Engineering
- Utility Coordination
- Intelligent Transportation System
- Right of Way Acquisition

IV. EVALUATION AND QUALIFICATION

A. SOQ Selection Process Dates:

July 15, 2009: All questions pertaining to this RFQ should be emailed to Liz Brazil **no later than 5:00 p.m. Wednesday, July 15, 2009** at the following email address: **lbrazil@accma.ca.gov**. Responses to all material questions received by 5:00 p.m. on this date will be provided at the pre-submittal meeting.

July 22, 2009: A **Pre-submittal Meeting** will be held at 10:00 a.m. at the ACCMA offices on **Wednesday, July 22, 2009**.

August 6, 2009: **Statement of Qualifications** are due **no later than 3:00 p.m. on Thursday, August 6, 2009** at the offices of the Alameda County Congestion Management Agency at 1333 Broadway, Suite 220, Oakland, CA 94612.

Week of August 24, 2009: Notification letters will be sent out to all pre-qualified consultants.

B. SOQ Evaluation Criteria: The following criteria will be used to evaluate the SOQ:

- B.1. Qualifications of the Firm: Technical experience in performing work related to project delivery of key team members; experience working with public agencies; record of completing work on schedule; strength and stability of the firm; technical experience and strength and stability of proposed subconsultants; and assessments by client references.
- B.2. Demonstrated understanding of the project delivery and potential problem areas: Project approach, work plan, quality assurance program, understanding of ACCMA and other applicable agency's review process, and experience with similar projects related to project delivery.
- B.3. Staffing and Project Organization: Qualifications of project staff, particularly key personnel, especially the project manager, key personnel's level of involvement in performing related work.

C. Evaluation Procedure

A Consultant Selection Panel, which may be made up of staff from ACCMA and other agencies, will review the SOQs submitted. They will then establish a list of pre-qualified firms based on pre-established review criteria, and interview the firms if necessary. The names of the Consultant Selection Panel members will not be made public or otherwise revealed. The individual or composite rating and evaluation forms prepared by Consultant Selection Panel members will not be revealed.

The product of the selection process will be a list of qualified project delivery and on-call engineering firms, as determined by the Consultant Selection Panel. Work will be awarded as projects are released, consistent with the Consultant's specialized qualifications to perform a specific project scope.

V. AWARD

After the Consultant Selection Panel has completed its work, ACCMA will update the existing pre-qualification list. Thereafter, for specific projects the ACCMA will request proposals from a firm or firms on the pre-qualified list. The ACCMA will review and evaluate the proposals based on the firm's prior experience, understanding of the specific project, and experience on similar projects, experience and understanding of the community where the project is located, resource availability, and the ability to meet the project schedule. The ACCMA will enter into negotiations with the best qualified firm. If negotiations with a firm are ultimately unsuccessful, or if a firm declines the work offered, then negotiations will proceed with another firm from the proposal list.

VI. NON-DISCRIMINATION

Consultants shall not discriminate on the basis of race, color, national origin, sex, or physical disability in the performance of ACCMA contracts.

VII. LEVINE ACT

Selected Consultants will be required to disclose on the record any contribution of more than \$250 which they have made to an ACCMA Board Member within the twelve-month period preceding the submittal deadline of this RFQ, and within the twelve-month period preceding any subsequent procurement based on this RFQ. This applies to your company, any member of your team, any agents for you or other team members and to the major shareholders of any closed corporation, which is part of your team. If you have made a contribution which needs to be disclosed you must provide written notice of the date, amount and receipt of the contribution(s) to the ACCMA's Executive Director, Dennis Fay. This information will need to be provided before the ACCMA can approve any contract.

VIII. SBE AND LBE POLICY

ACCMA has adopted a Small Business Enterprise (SBE) Policy, pursuant to which the ACCMA encourages all prime consultants to utilize qualified SBE subconsultants on ACCMA projects, ACCMA promotes the direct purchase of goods from qualified SBEs by utilizing SBE vendors when such vendors are available and the price of the goods sought is reasonable, and, for professional services contracts, ACCMA seeks the utilization of qualified SBEs when such SBEs are available. All prime consultants are required to report on SBE usage during the term of each contract, using a form provided by ACCMA.

For purposes of ACCMA's SBE Policy, an SBE shall be a "small business" within the meaning of 13 CFR Part 121 and California Government Code Section 14837. In the event that the ACCMA's SBE Policy conflicts with any Federal, State or other funding source's programs, policies, regulations or requirements, ACCMA shall make the SBE Policy consistent with said funding source's programs, policies, regulations and requirements to the extent permissible by law. ACCMA's SBE Policy is neutral as to race, ethnicity, national origin, age, sex, religion, sexual orientation and other protected classes.

ACCMA has also adopted a Local Business Enterprise (LBE) Policy, pursuant to which the ACCMA encourages all prime consultants to utilize qualified LBE subconsultants on ACCMA projects, ACCMA promotes the direct purchase of goods from qualified LBEs by utilizing LBE vendors when such vendors are available and the price of the goods sought is reasonable, and, for professional services contracts, ACCMA seeks the utilization of qualified LBEs when such LBEs are available. All prime consultants are required to report on LBE usage during the term of each contract, using a form provided by ACCMA.

IX. DISADVANTAGED BUSINESS ENTERPRISES (DBEs)

As a condition of receiving federal funds, ACCMA has signed an agreement with Caltrans

pursuant to which ACCMA has agreed to implement Caltrans' Race Conscious Disadvantaged Business Enterprise (DBE) Program Plan (hereinafter referred to as the RC DBE Program) as it pertains to local agencies. Caltrans' RC DBE Program is based on U.S. Department of Transportation (DOT), Title 49, Part 26, Code of Federal Regulations requirements. For each project fully or partially funded with federal funds, ACCMA must establish a contract-specific goal for Underutilized Disadvantaged Business Enterprises (UDBEs) in compliance with the RC DBE Program. Any consultant selected from the pre-qualification list for a federally-funded project will be required to meet the contract-specific UDBE Goal, or demonstrate that it has made a good-faith effort to meet the UDBE Goal.

X. INDEMNIFICATION AND INSURANCE REQUIREMENTS

Insurance requirements for this project are set forth in **Attachment B**, Sample ACCMA Agreement for Services, ARTICLE 1 F – Indemnification and G - Insurance.

XI. FORMAT AND CONTENT

A. Format

Statement of Qualifications shall be printed, bound, and be: 1) as brief as possible, and 2) not include any unnecessary promotional material. **Five (5) hard copies and one (1) electronic CD copy in pdf format of your SOQ submittal are due at the ACCMA offices no later than the time and date specified in Section I. INSTRUCTIONS TO CONSULTANTS.**

The SOQ submittal shall not exceed a total of the equivalent of thirty (30) single sided pages. SOQ submittals must consist of letter-sized (8.5" x 11") pages, with the exception of no more than three tabloid-sized (11" x 17") pages. General Information Form, transmittal letter and resumes are excluded from the total page count. Each tabloid-sized page is considered one page for the total page count.

SOQ submittals must be bound. Loose-leaf or binder-clipped SOQ submittals will not be accepted. Font size shall be at least 12 point.

The nature and form of response of the SOQ submittal is at the discretion of those responding, but shall include the information listed below.

B. Content

B.1. General Information: Complete the attached General Information Form (**Attachment C**), and place in the front of all SOQ submitted.

B.2. Transmittal Letter: As discussed under Section I.D above, the SOQ shall be transmitted with a cover letter expressing interest and commitment to work on any future project. The letter shall specify the consultant work disciplines

included in the SOQ and state that the staff proposed are available to begin work on ACCMA contracts. The person authorized by the firm/team to negotiate the contract with ACCMA shall sign the cover letter and the letter shall include the name, title, address and the telephone number of the individual to whom correspondence and other contacts should be directed during the Consultant selection process.

- B.3. Profile of Firm: This section shall include a brief description of the firm's size as well as the local organizational structure. Include a discussion on the firm's financial stability, capacity and resources. Additionally, this section shall include a listing of any lawsuit or litigation and the result of that action resulting from (a) any public project undertaken by the Consultant or by its subconsultants where litigation is still pending or has occurred within the last five years or (b) any type of project where claims or settlements were paid by the consultant or its insurers within the last five years.
- B.4. Qualifications of the Firm: This section shall include a brief description of the Consultant's and subconsultant's qualifications and previous experience on similar or related projects. Description of pertinent project experience shall include a summary of the work performed, the total project cost, the percentage of work the firm was responsible for, the period over which the work was completed, and the name, title, and phone number of clients to be contacted for references. Give a brief statement of the firm's adherence to the schedule and budget for each project.
- B.5. Qualifications of Project Team Members (Resume): This section shall discuss the Project Delivery Team members and their experience in various phases of project delivery. Project team members shall be identified by name, location, specific responsibilities on the project. An organizational chart for the project team and bios for key Consultant personnel shall be included. Key Consultant personnel will be an important factor considered by the Consultant Selection Panel. This section shall include resumes for all Consultant personnel.
- B.6. Exceptions to the Agreement: This section shall include any exceptions the Consultant has taken to **Attachment B - ACCMA Sample Contract**.

ATTACHMENT A

SCOPE OF WORK

The Consultant shall perform a variety of project delivery and on-call engineering services on as needed basis in support of the various project phases including but not limited to project scoping, planning, preliminary engineering/environmental studies, final design, right of way support and utility coordination.

The Consultant list of services may include, but are not limited to the following types of services for project delivery:

- Project Management and Administration - the management of the project from initiation through completion. The services provided include initiation, planning, execution, control, and close out of projects.
- Project Initiation Document (PID) – work involved in the preparation, review, and approval of a Project Initiation Documents, including Project Study Report (PSR).
- Perform Preliminary Engineering Studies and Prepare Draft Project Report – work involved in conducting preliminary engineering studies used in the development of a draft project report. Includes minor survey effort directly related to the project report.
- Prepare System Engineering Management Plan (SEMP) and other efforts related to the project.
- Perform Environmental Studies and Prepare Draft Environmental Document (DED) – work involved in the performance of environmental studies needed to determine the environmental impact of a Capital Outlay Project and preparation of the draft environmental document.
- Circulate Draft Environmental Document and Select Preferred Project Alternative – work involved in the circulation of the Draft Environmental Document, obtaining and responding to public comment, and selecting a preferred alternative.
- Prepare Project Report and Final Environmental Document – work involved in the preparation, review, and approval of a Project Report, a Final Environmental Document, and Notices of Determination and / or Records of Decision.
- Prepare Base Maps and Plan Sheets – work involved in the preparation of geometric base maps and functional base plan sheets, including review of existing project information, gathering appropriate mapping, and conducting additional studies. Final products of this activity include distribution of maps for right of way support and plan sheets to other Consulting Firms and Caltrans functional

units.

- Prepare Structures Site Plans – work involved in the preparation of various structure site plans, including site geometrics, contours, relocation of utilities and other surface and underground obstacles.
- Coordinate Utilities – work involved in the identification, positive location (potholing), protection, removal and/or relocation of utility facilities necessary to clear and certify Right of Way. Includes coordination with utility companies and review of utility plans.
- Obtain Permits and Agreements – work involved in obtaining necessary permits and agreements needed for project construction.
- Prepare Preliminary Structures Design Data – work involved in gathering / verifying data needed to begin structures design activities. Sub products of this activity include Structures Preliminary Reports, Foundation Plans, Updated scope of work / estimates for Transportation Related Structures, and Preliminary Geology Reports.
- Prepare Structures General Plans – work involved in the preparation of preliminary plans and related estimates, including structures general plans.
- Perform Right of Way Engineering – work involved in performing Right of Way Engineering work in advance of Appraisal and Acquisition activities. Includes preparing appraisal maps.
- Obtain Right of Way Interests for Project Right of Way Certification – work involved in assuring that the State and local jurisdictions has legal and physical possession and right to enter on all land for the project necessary for deliverance of the Right of Way Certification.
- Prepare Draft PS & E – work involved in the preparation and review of draft roadway plans, specifications and estimates. Includes roadway design and preparation of functional PS & E's. Also includes incorporation of the Draft Structures PS & E into Draft PS & E.
- Mitigate Environmental Impacts and Clean-up Hazardous Waste – work involved in the identification and mitigation of environmentally sensitive or hazardous waste sites as required to construct a capital outlay project. Includes long term mitigation monitoring efforts if necessary, within overall project scope.
- Prepare Draft Structures PS & E – work involved in the development of the final structure design including foundation design and review, and preparation of draft structures plans, specifications, and estimates.

- Prepare Final Structures PS & E Package – work involved in addressing comments on the Draft Structures PS & E and incorporating them into the final structures PS & E EXPEDITE package.
- Circulate, Review, and Prepare Final District PS & E Package – work involved in the circulation and review of the Draft PS & E package. Includes addressing review comments and preparing the Final PS & E package.
- Prepare Contract Documents – work involved in the preparation of contract bid documents. Completion of this activity is the milestone “Ready to List”.

ATTACHMENT B
ACCMA Sample Contract

ATTACHMENT C

GENERAL INFORMATION FORM

(To be completed by the Consultant and placed at the front of your SOQ)

Legal Name of Firm

Date

Street Address

Telephone Number

City/State/Zip

Firm's Fax Number

SBE ☐ LBE ☐ DBE ☐ UDBE ☐ None ☐

Type of Organization

(Corporation, Sole Proprietorship, Partnership, etc.)

Business License (documented)

Taxpayer ID Number (Federal)

Name and Title of Project Manager

Name, Title, and Phone Number of Person Project Correspondence should be directed to:

Consultant Work Disciplines: Project Delivery Team ☐ Individual Firm ☐

Sub Consultant Information

Firm Name(s)

Address

Contact Name/Phone Number

Email

SBE ☐ LBE ☐ DBE ☐ UDBE ☐ None

Signature, Name and Title of Person Signing